

U.S. Bankruptcy Court  
District of North Dakota

DRAFT

**CM/ECF Filing Guide  
for Attorneys**

September 2004

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## Chapter 7

Document:	Select:	Notes:
Voluntary Petition	<b>Bankruptcy &gt; Open BK Case</b>	<ul style="list-style-type: none"> <li>• If incomplete filing enter “y” at deficiencies</li> <li>• Role Type: First party entered is “Debtor,” second party entered is “Joint Debtor.”</li> <li>• Add any alias to each party</li> <li>• Asset notice designation: n (no)</li> <li>• When prompted for a receipt number enter “o” and mail payment to the Court.</li> </ul>
Upload Creditors  Note: Creditors must be uploaded the same day the case is filed and before running the Judge/Trustee Assign.	<b>Bankruptcy &gt; Creditor Maintenance &gt; Upload Creditors</b>	<ul style="list-style-type: none"> <li>• Creditor Matrix must be in .txt format</li> </ul>
Run Judge/Trustee Assignment	<b>Bankruptcy&gt; Judge/Trustee Assignment</b>	<ul style="list-style-type: none"> <li>• Will fail if creditors are not uploaded</li> <li>• Note any error messages</li> </ul>
Schedules and Statement of Affairs	<b>Bankruptcy &gt; Misc/Other&gt; select appropriate documents such as <b>Schedules A-J; Statement of Affairs; Statement of Intent</b></b>	<ul style="list-style-type: none"> <li>• To select multiply events, hold down the <i>Ctrl</i> key and click on the events (remember to select all documents that you selected as deficient when case was opened).</li> <li>• Satisfies deadline(s)</li> <li>• Use Schedules A-J when filing all schedules</li> </ul>
Amendments to Schedules	<b>Bankruptcy &gt; Misc/Other &gt; Amended Schedules</b>	<ul style="list-style-type: none"> <li>• Enter which schedule you are amending when prompted, <i>e.g.</i>, “C”</li> <li>• When prompted for a receipt number enter “o” and mail payment to the Court if adding creditors to Schedules D,E and/or F.</li> <li>• If no fee required delete the filing fee amount</li> </ul>

Reaffirmation Agreement	<b>Bankruptcy &gt; Misc /Other&gt; Reaffirmation Agreement</b>	<ul style="list-style-type: none"> <li>• Select the party that you represent as the party filer</li> <li>• Enter creditor's name in text box</li> </ul>
Notice of Appearance and Request for Notice (filed by an attorney representing a party)	<b>Bankruptcy &gt; Miscellaneous &gt; Notice of Appearance and Request for Notice</b>	<ul style="list-style-type: none"> <li>• Select party from list or <i>Add/Create New Party</i></li> </ul>

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Chapter 11		
Document:	Select:	Notes:
Voluntary Petition	<b>Bankruptcy &gt; Open BK Case</b>	<ul style="list-style-type: none"> <li>• If incomplete filing enter “y” at deficiencies</li> <li>• Role type: First party entered is “Debtor,” second party entered is “Joint Debtor.”</li> <li>• Add any alias to each party</li> <li>• Assets notice designation: Choose y (yes)</li> <li>• If prompted for a receipt number enter “o” and mail payment to the court.</li> </ul>
Upload Creditors  Note: Creditors must be uploaded the same day the case is filed.	<b>Bankruptcy &gt; Creditor Maintenance &gt; Upload Creditors</b>	<ul style="list-style-type: none"> <li>• Creditor Matrix must be in .txt format</li> </ul>
Operating Report	<b>Bankruptcy &gt; Miscellaneous &gt; Operating Report</b>	<ul style="list-style-type: none"> <li>• Enter filing period, <i>e.g.</i>, “October 2003” or “period ending October 31, 2003”</li> </ul>
Application to Employ Attorney for Debtor	<b>Bankruptcy &gt; Motions/Applications &gt; Employ</b>	<ul style="list-style-type: none"> <li>• Select Debtor as filer</li> <li>• Enter name of person to be employed when prompted, <i>e.g.</i>, “Bill Jones”</li> <li>• Enter type of position when prompted, <i>e.g.</i>, “Attorney for Debtor”</li> </ul>
Affidavit Re: Application to Employ	<b>Bankruptcy &gt; Filed by Atty (Misc)</b>	<ul style="list-style-type: none"> <li>• Refer to Application (found in motion category)</li> </ul>

Application for Compensation by Attorney for Debtor	<b>Bankruptcy &gt; Motions/Applications &gt; Compensation</b>	<ul style="list-style-type: none"> <li>• Check Attorney for Debtor as filer</li> <li>• Enter type as Debtor's Attorney</li> <li>• Enter dates from when, to when</li> <li>• Enter fees requested and expenses requested, <i>e.g.</i>, "2000.00" and "125.00"</li> <li>• Skip other applicants if present on screen</li> </ul>
Disclosure Statement	<b>Bankruptcy &gt; Plan &gt; Disclosure Statement</b>	<ul style="list-style-type: none"> <li>• Must be served on all creditors and parties of interest with Notice of Disclosure Statement</li> </ul>
Notice of Disclosure Statement	<b>Bankruptcy &gt; Notice of Disclosure Statement</b>	<ul style="list-style-type: none"> <li>• Refer to Disclosure Statement</li> </ul>
Plan	<b>Bankruptcy &gt; Plan &gt; Chapter 11 Plan</b>	
Amended Disclosure Statement	<b>Bankruptcy &gt; Plan &gt; Amended Disclosure Statement</b>	<ul style="list-style-type: none"> <li>• Refer to Disclosure Statement</li> </ul>
Amended Plan	<b>Bankruptcy &gt; Plan &gt; Amended Chapter 11 Plan</b>	<ul style="list-style-type: none"> <li>• Refer to Plan</li> </ul>
Notice of Disclosure Statement	<b>Bankruptcy&gt; Notices&gt; Notice of Disclosure Statement</b>	<ul style="list-style-type: none"> <li>• Refer to Disclosure Statement being served</li> <li>• Notice includes 25 day objection period</li> </ul>
Objection to Disclosure Statement	<b>Bankruptcy &gt; Plan &gt; Objection to Disclosure Statement</b>	<ul style="list-style-type: none"> <li>• Refer to Disclosure Statement</li> </ul>
Objection to Confirmation of Plan	<b>Bankruptcy &gt; Plan &gt; Objection to Confirmation</b>	<ul style="list-style-type: none"> <li>• Refer to Plan</li> </ul>
Ballot Report	<b>Bankruptcy &gt; Misc &gt; Computation &amp; Ch. 11 Ballots</b>	



Application for Final Decree	<b>Bankruptcy &gt; Motions/Application &gt; Final Decree &amp; Final Report</b>	<ul style="list-style-type: none"> <li>Note: clerk's office will enter Final Decree and close case after this document is filed</li> </ul>
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Chapter 12		
Document:	Select:	Notes:
Motion to Convert Case to Chapter 7	<b>Bankruptcy &gt; Motion/Applications &gt; Motion to Convert Case to 7</b>	<ul style="list-style-type: none"> <li>Debtor conversion from Ch. 12 to 13 is automatic</li> <li>Motion to Convert is preferred as an order is issued</li> </ul>
Chapter 12 Plan	<b>Bankruptcy &gt; Plan &gt; Chapter 12 Plan</b>	<ul style="list-style-type: none"> <li>Satisfies <i>Plan due date</i></li> </ul>
Liquidation Analysis	<b>Bankruptcy &gt; Plan &gt; Liquidation Analysis</b>	<ul style="list-style-type: none"> <li>Refer to Plan</li> </ul>
Chapter 12 Amended Plan	<b>Bankruptcy &gt; Plan &gt; Amended Plan</b>	<ul style="list-style-type: none"> <li>Refer to Plan</li> </ul>
Objection to Confirmation of Plan	<b>Bankruptcy &gt; Plan &gt; Objection to Confirmation</b>	<ul style="list-style-type: none"> <li>Refer to Plan</li> </ul>

Chapter 13		
Document:	Select:	Notes:
Voluntary Petition	<b>Bankruptcy &gt; Open BK Case</b>	<ul style="list-style-type: none"> <li>• If incomplete filing enter “y” at deficiencies</li> <li>• Role Type: First party entered is “Debtor,” second party entered is “Joint Debtor.”</li> <li>• Add any alias to each party</li> <li>• Asset notice designation: Choose y (yes)</li> <li>• When prompted for a receipt number enter “o” and mail payment to the court.</li> </ul>
Upload Creditors  Note: Creditors must be uploaded the same day the case is filed.	<b>Bankruptcy &gt; Creditor Maintenance &gt; Upload Creditors</b>	<ul style="list-style-type: none"> <li>• Creditor Matrix must be in .txt format</li> </ul>
Motion to Convert to Chapter 7	<b>Bankruptcy &gt; Motion&gt; Motion to Convert Case to 7</b>	<ul style="list-style-type: none"> <li>• When prompted for payment enter “o” and mail payment to the court.</li> </ul>
Chapter 13 Plan	<b>Bankruptcy &gt; Plan &gt; Chapter 13 Plan</b>	
Chapter 13 Amended Plan	<b>Bankruptcy &gt; Plan &gt; Amended Chapter 13 Plan</b>	<ul style="list-style-type: none"> <li>• Refer to Plan</li> </ul>
Objection to Confirmation of Plan	<b>Bankruptcy &gt; Plan &gt; Objection to Confirmation of Plan</b>	<ul style="list-style-type: none"> <li>• Refer to Plan</li> </ul>

Motions/Applications		
Document:	Select:	Notes:
Motion/Application	<p><b>Bankruptcy &gt; Motions/Applications</b>            &gt; select appropriate motion/application</p> <p>Note: If filing a Motion, Notice of Motion &amp; Certificate of Service all three documents can be saved as one pdf. The motion should be the first document</p> <p>The Proposed Order should be sent to proposed_orders@ndb.uscourts.gov</p>	<ul style="list-style-type: none"> <li>• Select the <b>most</b> appropriate motion/application from the list. Add additional text in text box if necessary.</li> <li>• Select party from list or <i>Add/Create New Party</i></li> <li>• The prompt Notice Included and Certificate included will appear. If you are filing these documents with the motion leave this file to the default of “y”.</li> <li>• If prompted for a receipt number enter “o” and mail payment to the court.</li> </ul>
Notice of Motion/Application	<p><b>Bankruptcy &gt; Notices &gt; Notice of Motion or Notice of Application</b></p> <p>Note: Use this event when the Notice is filed AFTER the motion or when the motion event didn’t prompt for the last day to object.</p>	<ul style="list-style-type: none"> <li>• Refer to Motion/Application</li> <li>• Enter last day to object when prompted</li> </ul>

Affidavit in Support	<b>Bankruptcy &gt; Miscellaneous &gt; Affidavit</b>  Note: May be added as an attachment when filing the Motion/Application/Objection.  OR	<ul style="list-style-type: none"> <li>Refer to Motion or related document</li> </ul>
Affidavit by Attorney	<b>Bankruptcy&gt; Filed by Atty (Misc)&gt; Affidavit</b>	
Brief/Memorandum	<b>Bankruptcy &gt; Miscellaneous &gt; Brief/</b>	<ul style="list-style-type: none"> <li>Refer to Motion or related document</li> </ul>
Certificate of Service	<b>Bankruptcy &gt; Misc/Other&gt; Certificate of Service</b>  OR	<ul style="list-style-type: none"> <li>Refer to all documents sent (select multiple categories by holding down the <i>Ctrl</i> key and clicking on the categories in the list)</li> </ul>
Certificate Filed By Attorney	<b>Bankruptcy&gt; Filed by Atty (Misc)&gt; Certificate of Service</b>	
Amended Motion/Application	<b>Bankruptcy &gt; Amended Document</b>	<ul style="list-style-type: none"> <li>Refer to original Motion/Application</li> </ul>
Motion for Expedited Hearing	<b>Bankruptcy&gt;Motions/Applications&gt; Expediting Hearing</b>	

Objections/Hearings		
Document:	Select:	Notes:
Objection to Motion/Application/Document	<b>Bankruptcy &gt; Answer/Response &gt; Reference an Existing Motion</b>	<ul style="list-style-type: none"> <li>Select the party filer from list or <i>Add/Create New Party</i></li> <li>Select <i>Objection</i> from drop down list</li> <li>Refer to Motion or related document</li> </ul>
Notice of Hearing	<b>Bankruptcy &gt; Notices &gt; Notice of Hearing</b>	<ul style="list-style-type: none"> <li>Refer to Motion</li> <li>May only be used if a hearing date arrangement has been made with the Clerk's Office</li> </ul>
Withdrawal of Document	<b>Bankruptcy &gt; Miscellaneous &gt; Withdrawal of Document</b>	<ul style="list-style-type: none"> <li>Refer to document being withdrawn, <i>e.g.</i>, motion, objection, etc.</li> </ul>
Stipulation	<b>Bankruptcy &gt; Misc/Other &gt; Stipulation</b>  The Proposed Order should be sent to proposed_orders@ndb.uscourts.gov	<ul style="list-style-type: none"> <li>Do not check "Joint filing with another attorney(s)"</li> <li>Select the party that you represent</li> <li>Enter with whom in text box</li> <li>Refer to Motion or related document if applicable</li> </ul>
Notice of Motion	<b>Bankruptcy&gt; Notices&gt;Notice of Motion (20 day objection period)</b>	<ul style="list-style-type: none"> <li>Select party filer</li> <li>enter date served</li> <li>Refer to motion</li> </ul>
Order		<ul style="list-style-type: none"> <li>E-mail to court at proposed_orders@ndb.uscourts.gov</li> </ul>

Claims		
Document:	Select:	Notes:
File Claim	<b>Bankruptcy &gt; File Claims</b>	<ul style="list-style-type: none"> <li>• On <i>Search for Creditor</i> screen, enter case number and name of creditor for whom the proof of claim is being filed (optional); leave type as <i>All creditors</i>; click <i>Next</i>.</li> <li>• If creditor appears on screen, select creditor and click <i>Next</i>; if creditor does not appear, click on <i>Add Creditor</i> and follow the prompts.</li> <li>• On the <i>Proof of Claim Information Screen</i>, enter the following: <ul style="list-style-type: none"> <li>• Amends Claim # (if applicable)</li> <li>• Duplicates Claim # (if applicable)</li> <li>• Filed By: (select attorney)</li> <li>• Late (select Yes or No)</li> <li>• Amount Claimed</li> <li>• Description (if necessary)</li> <li>• Remarks (if necessary)</li> </ul> </li> </ul>

Objection to Claim	<b>Bankruptcy &gt; Claim Actions &gt; Objection to Claim</b>  Note: The Objection to Claim, Affidavit, and Proof of Service may be a single PDF or the Notice, Affidavit, and Proof of Service may be added as an attachment to this event. The Objection to Claim <b>must</b> be the first document in your PDF.	<ul style="list-style-type: none"> <li>• Enter Claim # when prompted</li> <li>• Enter name of creditor in text box</li> <li>• Docket each objection separately</li> <li>• Court to set for hearing with a 30 day notice</li> </ul>
Withdrawal of Claim	<b>Bankruptcy &gt; Claim Actions &gt; Withdrawal of Claim</b>	<ul style="list-style-type: none"> <li>• Enter Claim # when prompted</li> <li>• Add name of creditor in text box</li> </ul>
Transfer Claim	<b>Bankruptcy &gt; Claim Actions &gt; Transfer of Claim</b>	<ul style="list-style-type: none"> <li>• Select party from list or <i>Add/Create New Party</i></li> <li>• Enter transfer information</li> </ul>



Adversary		
Document:	Select:	Notes:
Adversary Complaint	<b>Adversary &gt; Open an AP Case</b>  Note: Cover Sheet is not required.	<ul style="list-style-type: none"> <li>• Enter lead case (main bankruptcy case number)</li> <li>• Enter Plaintiff(s) first (do not include address for plaintiff)</li> <li>• <b>Enter Attorney for Plaintiff</b></li> <li>• Enter Defendants(s) but do NOT add attorney for Defendant(s)</li> <li>• Enter statistical case information taken from the Adversary Cover Sheet               <ul style="list-style-type: none"> <li>• Select only one nature of suit (If 727 objection to discharge, you <b>must</b> select 424 as the nature of suit)</li> </ul> </li> <li>• Enter demand to the nearest thousand, <i>e.g.</i>, "5" for \$5,000</li> <li>• If prompted for a receipt number enter "o" and mail payment to the court.</li> </ul>
Summons Service Executed	<b>Adversary&gt; Open Complaint &amp; Summons&gt; Summons Service Executed</b>	
Answer	<b>Adversary &gt; Answers/ Complaint, 3<sup>rd</sup>, Cross, Counter</b>	<ul style="list-style-type: none"> <li>• Select the party that you represent</li> <li>• Check the box to make attorney/party association</li> <li>• Refer to Complaint</li> <li>• Check the appropriate box if this filing includes a third-party complaint, cross-claim, or counterclaim</li> </ul>

Certificate of Service	<b>Adversary &gt; Miscellaneous &gt; Certificate of Service</b>	<ul style="list-style-type: none"> <li>Refer to all documents sent (select multiple categories/events by holding down the <i>Ctrl</i> key and clicking on the categories/events in the list)</li> </ul>
Withdrawal of Document	<b>Adversary &gt; Miscellaneous &gt; Withdrawal of Document</b>	<ul style="list-style-type: none"> <li>Refer to document being withdrawn</li> <li>When the withdrawal removes a hearing from the calendar, also note in text box that the matter can be removed from the calendar, <i>e.g.</i>, “(removes matter from Judge’s calendar)”</li> </ul>
Pre-Trial Documents	<b>Adversary &gt; Miscellaneous &gt; Pretrial Documents</b>	<ul style="list-style-type: none"> <li>Refer to Complaint (or motion if applicable)</li> </ul>
Brief/Memorandum	<b>Adversary &gt; Miscellaneous Events &gt; Brief</b>	<ul style="list-style-type: none"> <li>Refer to Complaint (or motion if applicable)</li> </ul>
Stipulation	<b>Adversary&gt; Misc/Other&gt; Stipulation</b>	<ul style="list-style-type: none"> <li>Refer to Complaint</li> <li>Enter with whom in text box</li> <li>When the Stipulation removes a hearing/trial from the calendar, also note in text box that the matter can be removed from the calendar, <i>e.g.</i>, “(removes matter from Judge’s calendar)”</li> </ul>
Motion to Approve Stipulation	<b>Adversary &gt; Motions&gt; Approving Stipulation</b>	<ul style="list-style-type: none"> <li>Do not check “Joint Filing with another attorney(s)”</li> <li>Select the party that you represent</li> <li>Refer to Stipulation</li> <li>”</li> </ul>

Stipulation to Dismiss Adversary	<b>Adversary</b> <b>&gt;Misc/Other&gt;</b> <b>Stipulation</b>  The Proposed Order should be sent to proposed_orders@ndb.uscourts.gov	<ul style="list-style-type: none"> <li>• Do not check “Joint Filing with another attorney(s)”</li> <li>• Select the party that you represent</li> <li>• Refer to Complaint</li> <li>• Enter with whom in text box</li> <li>• When the Stipulation removes a hearing/trial from the calendar, also note in text box that the matter can be removed from the calendar, <i>e.g.</i>, “(removes matter from Judge’s calendar)”</li> </ul>
Motion to Dismiss Adversary	<b>Adversary&gt; Motions&gt;</b> <b>Dismiss Adversary</b>	<ul style="list-style-type: none"> <li>• Refer to Complaint</li> </ul>

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Appeals		
Document:	Select:	Notes:
Notice of Appeal	<b>Bankruptcy&gt; Appeal&gt; Notice of Appeal - BAP</b>  <b>or</b>  <b>Bankruptcy &gt; Appeal &gt; Notice of Appeal and Election - District</b>	<ul style="list-style-type: none"> <li>Refer to Order being appealed from</li> <li>Select attorney and party</li> </ul>
Appellant Designation	<b>Bankruptcy &gt; Appeal &gt; Appellant Designation</b>	<ul style="list-style-type: none"> <li>Use if appeal is to US District Court</li> <li>Refer to Notice of Appeal</li> <li>Satisfies <i>Appellant Designation due date</i></li> <li>Court requires that copies of documents to be included in the record be submitted conventionally</li> </ul>
Appellee Designation	<b>Bankruptcy &gt; Appeal &gt; Appellee Designation</b>	<ul style="list-style-type: none"> <li>Use if appeal is to US District Court</li> <li>Refer to Notice of Appeal</li> <li>Satisfies <i>Appellee Designation due date</i></li> <li>Court requires that copies of documents to be included in the record be submitted conventionally</li> </ul>
Statement of Issues on Appeal	<b>Bankruptcy &gt; Appeal &gt; Statement of Issues on Appeal</b>	<ul style="list-style-type: none"> <li>Refer to Notice of Appeal</li> </ul>
Request for Transcript	<b>Bankruptcy &gt; Appeal &gt; Request for Transcript re: Appeal</b>	<ul style="list-style-type: none"> <li>Refer to Notice of Appeal</li> </ul>

Involuntary		
Document:	Select:	Notes:
Involuntary Petition		MUST BE FILED CONVENTIONALLY UNTIL FURTHER NOTICE.

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Utilities/Reports		
Document:	Select:	Notes:
Change Password	<b>Utilities &gt; Maintain Your ECF Account</b>	<ul style="list-style-type: none"> <li>Scroll down to bottom of screen Click on <i>More user information</i> at the bottom of the screen. After changing your password, click on <i>Return to Account Screen</i> then click <i>Submit</i> and <i>Submit</i> to record changes</li> </ul>
Change Email information	<b>Utilities &gt; Maintain Your ECF Account</b>	<ul style="list-style-type: none"> <li>Click on <i>Email information</i>. After changing the e-mail address, click on <i>Return to Account Screen</i> then click <i>Submit</i> and <i>Submit</i> to record changes.</li> <li><b>VERY IMPORTANT - E-mail addresses must be kept current</b></li> </ul>
View Your Transaction Log	<b>Utilities &gt; View Your Transaction Log</b>	<ul style="list-style-type: none"> <li>Enter start date and end date</li> <li>Click Submit</li> </ul>
Electronic/Manual Noticing Information for List of Parties on a Case	<b>Utilities&gt;Mailings</b>	<ul style="list-style-type: none"> <li>Click on Mailing Info for case</li> </ul>
Creditor Mailing Matrix	<b>Reports &gt; Creditor Mailing Matrix</b>  or  <b>Utilities &gt; Mailings&gt; Creditor Mailing Matrix</b>	<ul style="list-style-type: none"> <li>The 1-column file can be saved as a text file on your computer with the <i>File/Save As</i> browser option. The saved file can then be edited and printed on labels or cut and paste option can be used.</li> <li><b>For this and other reports, the user may be prompted for a PACER Login. Check the box “make this my default PACER login” so the user will only have to login once per session.</b></li> </ul>

Docket Report	<b>Reports &gt; Docket Report</b>	<ul style="list-style-type: none"> <li>• Enter case number</li> <li>• Select criteria for generating the report</li> <li>• Click <i>Run Report</i></li> </ul>
Claims Register	<b>Reports &gt; Claims Register</b>	<ul style="list-style-type: none"> <li>• Enter case number</li> <li>• Click <i>Run Report</i></li> </ul>
Cases Report	<b>Reports &gt; Cases</b>	<ul style="list-style-type: none"> <li>• Select criteria for generating the report (select multiple categories by holding down the <i>Ctrl</i> key and clicking on the categories in the list)</li> <li>• Click <i>Run Report</i></li> </ul>
341 Meeting Calendar	<b>Reports &gt; Deadlines/Hearings/341 Calendars &gt; Select 341 Meeting</b> from <i>Deadline/Hearing</i> list	<ul style="list-style-type: none"> <li>• Select criteria for generating the report (select multiple categories by holding down the <i>Ctrl</i> key and clicking on the categories in the list)</li> <li>• Click <i>Run Report</i></li> </ul>
Judge's Calendar	<b>Reports &gt; Calendar Events &gt; Select All hearings</b> from <i>Calendar Event</i> list	<ul style="list-style-type: none"> <li>• Select criteria for generating the report (select multiple categories by holding down the <i>Ctrl</i> key and clicking on the categories in the list)</li> <li>• Click <i>Run Report</i></li> </ul>

Help	
Screen:	Instructions for Attorneys and Trustees:
Add Party	<ol style="list-style-type: none"> <li>1. Search for the party. <ol style="list-style-type: none"> <li>a. Begin by searching to see whether the party is already in the database.</li> <li>b. To search, enter the party's Social Security number or Tax ID, or all or part of the last or business name, and click the <i>Search</i> button.</li> </ol> </li> <li>2. Select a party already in the database or add a new one. <ol style="list-style-type: none"> <li>a. If the party is already in the database, highlight the name on the party list, and click the <i>Select name from list</i> button.</li> <li>b. To add a new party to the database, click the <i>Create new party</i> button. In either instance, the <i>Party Information</i> screen will be displayed.</li> </ol> </li> <li>3. Enter the information about the party. <ol style="list-style-type: none"> <li>a. For a party already in the database, fill in the party role and pro se fields, and enter party text if needed. (Party text appears after the party's name on the cover sheet of the docket, e.g., ABC Corporation, a subsidiary of XYZ International.) To change address information just for this case for a party already in the database, type over the existing address information.</li> <li>b. For a new party, fill in the name, address, party role, and pro se fields, and enter party text if needed.</li> </ol> </li> <li>4. Click <i>Submit</i> only after all attorneys and aliases have been added. <ol style="list-style-type: none"> <li>a. If the case being opened is a joint petition, the search screen will be displayed for the joint debtor, with a check box to copy the first debtor's address information.</li> <li>b. If the case being opened is an adversary proceeding, or if a party is being added after the case has been opened, the search screen will be displayed for the next party. When the last party has been added, click the <i>End party selection</i> button.</li> </ol> </li> </ol>



<p>The following attorney/party associations do not exist...</p>	<p>If you see these words: "The following attorney/party associations do not exist for this case. Please check which associations should be created for this case," you have selected an attorney and a party who were not previously associated. You may have checked the wrong person on the party list. If so, use the <i>Back</i> button to change the selection. If your selection was correct, check the box for each new party/attorney combination that should be established. Trustees will not check this box unless they have been employed as attorney for Trustee.</p>
<p>Select the PDF document</p>	<p>Click on the <i>Browse</i> button to search for the correct document. The file must be in pdf format. To make certain that it is the correct PDF file for this entry, right-click on the file name and select <b>open</b>.</p> <ul style="list-style-type: none"> <li>• If the filing does not have attachments, click <i>next</i> to continue.</li> <li>• If the filing has attachment(s), <i>e.g.</i>, financing papers, exhibits, supporting documents, etc., click <i>Yes</i> for "Attachments to Document." Click <i>Next</i> to see the attachments screen. <ol style="list-style-type: none"> <li>1. Enter the PDF document that contains the attachment. Click on the <i>Browse</i> button to search for the right document and select. Remember the file must be in pdf format. To make certain the file is the correct PDF file for the entry, right-click on the file name and select <b>open</b>. If the filing has more attachments, first continue labeling this attachment following the instructions below.</li> <li>2. Select a document type or enter a description. Press the down arrow to the right of the <i>Type</i> box, a list of available attachment types. Select the type by highlighting it or type a short description of the attachment.</li> <li>3. Add the filename to the list box below. Add the attachment to this list by clicking the <i>Add to List</i> button. For more attachments, go back to Step 1 and continue until all the attachments are on this list.</li> </ol> </li> </ul>

<p>Refer to existing event(s)?</p>	<p>Check the box to relate this event to an earlier event in this case. Two more screens may display after the box is checked:</p> <ul style="list-style-type: none"> <li>• <i>Please select the category...:</i> A list of event categories is displayed. Select one or more categories from the list by highlighting the appropriate categories and click <i>Next</i>. A list of all the docket entries in those categories is shown.</li> <li>• <i>Include:</i> Check the box for each docket entry that should relate to the current filing. Click <i>Next</i>.</li> </ul>
<p>Notice of Electronic Filing</p>	<p>The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies that this is now an official court document.</p> <ul style="list-style-type: none"> <li>• Clicking on the case number hyperlink will present the docket report for this case. Note that you will be prompted for your PACER login and password. Users must be registered with the PACER system to have a login and password.</li> <li>• Clicking on the document number hyperlink will present the PDF image of the document just filed. Note that you will be prompted for your PACER login and password.</li> <li>• <b>Note: To get your free look, you must click on the document number hyperlink from the Notice of Electronic Filing that you receive <u>via e-mail</u>...not the Notice of Electronic Filing that you see at the conclusion of the filing process.</b></li> <li>• Scroll down to see participants who have or have not registered for electronic noticing on this case.</li> <li>• To print a copy of this notice, click the browser <i>Print</i> icon.</li> <li>• To save a copy of this notice, click <i>File</i> on the browser menu bar and select <i>Save Frame As</i>.</li> </ul>